



## Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section: Missouri State Archives

Division: Records Services

Sub-Section:

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**TITLE:** Accession Register and Transmittals

**CUTOFF:**EOCY

**DESCRIPTION:** Record of all materials accessioned into or deaccessioned from the Missouri State Archives. Records may include, but are not limited to transmittals, disposition approval forms, deeds of gift, accession records and related correspondence.

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 1208

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/13/2013

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**TITLE:** Guides and Finding Aids

**CUTOFF:**WSO

**DESCRIPTION:** Documents used by researchers to assist in identification and retrieval of records. Includes, but is not limited to guides, finding aids, box lists, microfilm lists, and agency histories.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 1206

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/13/2013

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**TITLE:** Loan Agreement Letters

**CUTOFF:**End of calendar year in which returned

**DESCRIPTION:** Agreements between Missouri State Archives and lending/borrowing entity pertaining to use and display of documents, exhibits, or other items.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18583

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/13/2013

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## Agency Records Disposition Schedule

Department: Office of the Secretary of State

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**TITLE:** Missouri Digital Heritage (MDH) Digital Copies

**CUTOFF:** When superseded or outdated

**DESCRIPTION:** Duplicated copies of MDH collections that belong to other institutions and are stored in the imaging vault as backup. The owning institution also has copies of these records and can request that these records be removed from the vault at any time.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23997

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/13/2013

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**TITLE:** Records Tracking Documentation

**CUTOFF:** EOY in which record returned

**DESCRIPTION:** Records include, but are not limited to Collection Check Out Forms and Records Check Out Forms. Information includes, but is not limited to the requestor, records details, and purpose of the request.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24006

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/13/2013

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**TITLE:** Research and Reference Requests

**CUTOFF:** End of calendar year

**DESCRIPTION:** Requests for research in or copies of public records including database and website corrections. Records may include, but are not limited to original requests, staff research notes, photocopy requests and documentation of responses or actions.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** Details of each request are entered in the Research Request Database (see Series number 24004).

**DISPOSITION ACTION:** Destroy

**SERIES:** 24005

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/13/2013

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<b>TITLE:</b> Research Request Database		<b>CUTOFF:</b> When superseded or outdated	
<b>DESCRIPTION:</b> The research request database tracks all reference research requests submitted to the archives, including the type of request, type of record, research information, and the archives' response.		<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b> The database also serves as a research tool for reference staff so that difficult research does not need to be duplicated (see Series number 24005).		<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES:</b> 24004	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	11/13/2013
<b>TITLE:</b> Visitor Log		<b>CUTOFF:</b> EOCY	
<b>DESCRIPTION:</b> List of persons visiting the Archives, including their signature and the purpose of their visit.		<b>RETENTION:</b> Years: 5 Months: 0 Days: 0	
<b>NOTES:</b>		<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES:</b> 1205	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	11/13/2013